

## Records & Archives Management Committee

J.V. Fletcher Library, Mary Atwood Room

Friday, April 21, 2006

10:00am

### **Minutes**

Committee members present were Ginny Moor, Chair, Jane Hinckley, Bob Oliphant and Kaari Mai Tari. Ellen Harde was unable to attend.

### **Minutes**

- Kaari distributed minutes for March 8, 2002, March 22, 2002, April 5, 2002, January 24, 2003, May 30, 2003, April 2, 2004, November 21, 2005 and March 17, 2006 which will be voted on at the next meeting (April 28, 2006)

### **Records Management Workshop**

- Terry French is available from the State Archives to run the workshop on May 17<sup>th</sup>
- A display will be set up in the Library meeting room to show what can happen to records over time that are not cared for (rusty paper clips & rubber bands, tin boxes, etc.) and how records have been preserved (tin box archives) and possibly a chronology of the rescue of basement vault archives.

A follow up to this workshop could be a Disaster Plan workshop with the Board of Library Commissioners.

Kaari will follow up with the Town Manager regarding other town buildings closing on June 23<sup>rd</sup> for the Records Management Day

Kaari will send out a “save the date” email to all town departments, boards and committees and will send the formal letter announcing both events to committee members for corrections before mailing.

The meeting ended at 11:15am.